

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level work in operating police communications equipment. Employees of this class answer police telephones, dispatch police units, and perform other related duties following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Police Communications Officers report to and have work reviewed by a Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Takes complaints from citizens, either in person or over the telephone, and obtains as much information as possible. Enters all complaints and related information into computer. Dispatches police unit following departmental procedures. Keeps track of the location, time, mileage and status of each unit at all times. Relays information or answers questions which come in by radio from field units.

Operates teletype and computer to send or receive messages. Performs radio checks or any other equipment checks which are required to comply with FCC regulations. Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, or other related matters. Watches or listens to equipment which registers burglar alarms. Listens to other radio frequencies such as sheriff's department, state police, or fire department, as required by department policy, to keep track of activity in area covered. Notifies special units or agencies designated by department procedures in special or emergency situations. Answers all police department non-emergency telephones and takes appropriate action as designated by department policy.

Tests equipment by sending or receiving messages to insure proper readiness for service. Performs general care and maintenance of departmental communications equipment. Inspects equipment, property, or operating systems after repair to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have graduated from a standard high school or possess a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

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